



## JOB DESCRIPTION

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**TITLE:** Building Inspection Manager

**REVISED:** 3/2013

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**GENERAL PURPOSE:** To supervise, plan and coordinate the activities and operations of the Building Inspection Department within the County Development Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the County Development Director or the Chairman of the Board of County Commissioners.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the County Development Director or the Chairman of the Board of County Commissioners.

Exercises direct supervision over other county building inspectors, technical and clerical staff.

### **EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**

Responsibilities and duties may include, but are not limited to, the following:

#### **ESSENTIAL**

Coordinate the organization, staffing, and operational activities for the Building Inspection Department.

Participate in the development and implementation of goals, objectives, policies, and priorities for building inspection department; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate building inspection department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for the Building Inspection Department; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Participate in the development and administration of the Building Inspection Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Identify opportunities for improving services, methods and procedures; review with appropriate management staff; implement improvements.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects buildings and construction projects for compliance with all applicable building codes, regulations, and standards.
- Prepares inspection documentation and inputs related information into departmental log books and computer system.

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- Responds to building code inquiries by phone, at the front counter, and in the field.
- Meets with contractors, architects, engineers, other County departments, and the public regarding building code requirements and code interpretation.
- Conducts research in relation to building materials, equipment, and/or appliances to ensure compliance with standard requirements.
- Researches and stays apprised of changes to building codes and regulations.
- Participates in construction plan reviews.
- Performs other duties as assigned or required.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or equivalent, and three years building inspector experience; OR an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- Possession of/or the ability to obtain ICBO certification as a combination inspector. A period of 18 months will be allowed to meet these qualifications once hired
- Must possess a valid Wyoming Driver's License; subject to approval for any/all violations.

#### **Required Knowledge of:**

- Principles and practices of building inspection.
- Building inspection procedures and documentation.
- Current building codes, regulations, and standards.
- Construction practices, methods, and materials.
- Building plans and review processes.

#### **Required Skill In:**

- Performing building inspections and determining necessary corrections required.
- Ensuring public safety and monitoring for compliance with applicable building codes and regulations.
- Interpreting and applying building codes and responding to related inquiries.
- Preparing and maintaining accurate building inspection records.
- Establishing and maintaining effective working relationships with others.

#### **Knowledge of:**

Building related codes and ordinances enforceable by the County including the International Building, Electrical, Plumbing and Mechanical Codes.

Advanced principles and techniques of building inspection work.

Principles of supervision, training and performance evaluation.

#### **Ability to:**

Provide professional leadership and direction for the Building Inspection Department.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Recommend and implement goals, objectives, and practices for providing effective and efficient building and code enforcement programs and activities.

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**Salary Range:**

- Annual Income ranging between \$55,000-\$65,000
- County will provide appropriate transportation

<b>REQUIRED PHYSICAL ABILITIES</b>
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**PHYSICAL ABILITIES AND WORKING ENVIRONMENT**

**BUILDING INSPECTION MANAGER**

(Position Title)

Time Required -- If not required at all, leave blank.

O = Occasionally required (up to 1/3 of the time)  
F = Frequently required (1/3 to 2/3 of the time)  
C = Constantly required (2/3 or more of the time)

Essential/Non-Essential Part of the Position

E = Essential (activity a major focus of the position)  
NE = Non-Essential (minor focus of the position -- can be easily assigned to another position)

PHYSICAL ABILITY	TIME REQUIRED (Occasionally, Frequently, Constantly)	ESSENTIAL VS. NON-ESSENTIAL
Sitting	F	Essential
Standing	F	Essential
Walking	F	Essential
Running		
Kneeling	O	Essential
Stooping/Squatting	O	Essential
Crawling	O	Essential
Twisting Upper Body	O	Non-Essential
Climbing	O	Essential

**JOB DESCRIPTION: Building Inspection Manager**

Lifting: 1 to 40 pounds	O	Essential
Lifting: 40 to over 80 pounds		
Reaching	F	Essential
Use Finger Dexterity	F	Essential

**BUILDING INSPECTION MANAGER**

PHYSICAL ABILITY	TIME REQUIRED (Occasionally, Frequently, Constantly)	ESSENTIAL VS. NON-ESSENTIAL
Talking	C	Essential
Hearing: ordinary conversation	F	Essential
Hearing: other sounds	F	Essential
Seeing: near	F	Essential
Seeing: far	F	Essential
Seeing: depth perception	F	Essential
Seeing: color vision	O	Essential

**ENVIRONMENTAL CONDITIONS**

CONDITION	TIME REQUIRED (Occasionally, Frequently, Constantly)	ESSENTIAL VS. NON-ESSENTIAL
Extreme Cold	O	Non-Essential
Extreme Heat	O	Non-Essential
Extreme Noise	O	Non-Essential
Vibration	O	Non-Essential
Confined Work Space	O	Essential
<b>ATMOSPHERIC CONDITIONS</b>		
Fumes/Odors	O	Non-Essential

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Dust	O	Non-Essential
Mists/Gases	O	Non-Essential
Poor Ventilation	O	Non-Essential
HAZARDS		
Mechanical	O	Non-Essential
Electrical	O	Non-Essential
Explosives		
Toxic Chemicals	O	Non-Essential

(11/95)